

## Payroll Administrator

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Company: Payroll Elite

Location: Barnet

Category: other-general

Our client is looking to recruit an experienced Payroll Administrator to join their payroll team. You will primarily be assisting the Payroll Manager in processing their monthly client payrolls. Calculating SMP, SSP, holiday pay etc.

The role is currently office based, working Monday to Friday from 9am – 5:30pm flexi.

Requirements and experience:

- \* A minimum of 2-years payroll experience
- \* Experience with IRIS an advantage but not essential
- \* Ideally experience with pensions, auto-enrolment, Nest etc.
- \* Strong communication and organisation skills
- \* Strong attention to detail
- \* Working under pressure
- \* Must live local to office within a 30-minute commute

Benefits include:

- \* Generous salary dependent on experience
- \* 29 days annual leave inclusive of UK bank holidays (can earn an additional 5 days annual leave based on years employed)
- \* Standard auto-enrolment pension
- \* Annual discretionary bonus
- \* Employee Assistance Program
- \* Flexible/core hours working regime (in trial at the moment)
- \* Office “spin the wheel” for birthdays and work anniversaries

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#### Cross References and Citations:

1. Payroll Administrator [AfricajobscentralJobs Barnet Africajobscentral](#)
2. Payroll Administrator [Economicjobs Jobs Barnet Economicjobs](#)
3. Payroll Administrator [Healthcarejobsnearme Jobs Barnet Healthcarejobsnearme](#)
4. Payroll Administrator [Investmentbankerjobs Jobs Barnet Investmentbankerjobs](#)
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